



SCOTTISH ROWING BOARD MEETING

sportscotland, Caledonia House, Edinburgh
6.30pm – September 12, 2017

Attendees	Initial
Mike Morrice	MMo
Martin Claxton	MC
Alistair Neill	AN
John Gill	JG
Dot Roberts	DR

In Attendance	Initial	
Amanda Cobb	AC	Scottish Rowing
Carol Ann Ellis	CAE	Scottish Rowing
Lindsay MacKenzie	LM	sportscotland

Item	Topic
1.	Welcome MMo welcomed everyone to the meeting.
2.	Apologies Apologies were received from Caroline Parker, Kirstene Feenan and Lee Boucher.
3.	Declaration of Conflict of Interest No additional conflicts of interests declared.
4.	Minutes of Previous Meeting and Matters arising Previous Minutes were approved subject to an addition to Item 10. AOCB <i>“AN suggested to the Board that the Scottish Championships become an elite event with restrictions on the level of athlete that can enter. The Board agreed to consider this, subject to a review of the full implications. AN agreed to carry out a full review and feedback to the Board for approval.”</i>



5.	<p><u>AGM Business</u></p> <p><u>5.1 Affiliation and Membership Fees</u> AC proposed deferring the affiliation and membership fee proposal, normally approved at the AGM, to allow time for a full membership review to be carried out. The Board agreed that a review was required to ensure that the membership fees reflect the different needs and requirements of individual members and clubs. It was agreed that a club consultation would be facilitated at the AGM to allow clubs the opportunity to feedback and raise any questions they might have.</p> <p>AC confirmed that she would to draft a club membership consultation paper to be circulated to clubs prior to the AGM.</p> <p>LM confirmed that she would speak to Gemma Fay to discuss the possibility of sportscotland facilitating the consultation at the AGM.</p> <p><u>5.2 Appointment of Directors</u></p> <p><u>5.2.1 Corporate Governance/Finance Director</u> AC put forward a proposal to the Board to amend the Director (Corporate Governance) role to Finance Director. As Harper McLeod are currently providing governance guidance to the organisation, it was agreed that is was a priority to have someone on the Board to oversee the financial activity of the organisation.</p> <p>The Board approved this change and AC advised she would draft a proposed amendment to the Articles of Association for approval at the AGM and a job description.</p> <p><u>5.2.2 AGM appointments</u> The Board agreed that MC will be nominated by the Board for President, as MMo will be stepping down at the upcoming AGM. CP will also be nominated for Director of Development by Castle Semple RC and both have confirmed that they are open to working closely together to make the workload more manageable.</p> <p>The Board agreed that a job description outlining the role share should be drafted for proposal at the AGM.</p> <p>The Board advised that they were happy with these nominations and changes being proposed at the AGM.</p> <p><u>5.3 AGM Minutes and Agenda</u> It was agreed that the membership proposal would be presented in a consultation session directly after the AGM and a note would be added to the Agenda advising of this. An EGM will be held at a later date to approve the revised membership model and fees.</p>
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	<p>The Board agreed that they were happy with this change and also for the 2017 AGM Minutes draft to be presented at the AGM for approval.</p> <p><u>5.4 Approval of Statutory Accounts</u> <u>5.4.1 Scottish Rowing Ltd Directors Report</u> <u>5.4.2 Scottish Rowing Ltd Abbreviated Accounts</u> <u>5.4.3 Scottish Rowing Supplementary Accounts</u> <u>5.4.4 Consolidated schedule (both companies)</u> <u>5.4.5 Scottish Rowing Centre Ltd – Directors Report</u> <u>5.4.6 Scottish Rowing Centre Ltd – Abbreviated</u></p> <p>The Board approved the statutory accounts for presentation at the AGM.</p>
<p>6.</p>	<p>Policies for Approval</p> <p><u>6.1 Sponsorship policy</u> The Board agreed that point 4 in the policy should also state that SR will avoid partnerships with companies related to nutritional supplements. AC confirmed that she would amend the policy to reflect this.</p> <p>The Board approved subject to this change.</p> <p><u>6.2 Equality and diversity – Staff</u> Approved by the Board.</p> <p><u>6.3 Performance improvement</u> Approved by the Board.</p> <p><u>6.4 Anti-bribery</u> Approved by the Board.</p> <p><u>6.5 Code of Conduct</u> Approved by the Board.</p>
<p>7.</p>	<p>Governance</p> <p><u>7.1 Child Protection</u> AC advised the Board that Mark Senter has now replaced Laura Jennings as CPO. LJ was in the process of reviewing and updating the organisation CP policies and it was suggested that employing a professional to continue this may be the best way forward.</p> <p>It was highlighted that there are going to be significant changes to CP and PVG structures in Scotland and support from Children 1st, through sportscotland investment, will be available to assist SR in managing this and ensuring that member clubs are prepared for the audit which is due to be piloted next year.</p>



A sportscotland safeguarding survey was recently carried out on the clubs and feedback and training will be provided on the outcome of this survey. It was agreed that another level of training would be required for SGB CPO's.

7.2 Equality

AC advised that she attended the Harper McLeod/sportscotland equalities update and, although there wasn't a great deal of new information provided, the workshops were beneficial.

7.3 Water Safety

It was highlighted that the water charges at Strathclyde Park have been questioned by a few clubs and it was agreed that AC would request a breakdown of what the charges cover in terms of water access, facility use and safety cover and feedback to the Board. AC agreed that, while she was in contact with NLC, she would also discuss the previous EUBC incident and what lessons have been identified that can be shared with other clubs to prevent it reoccurring.

AC also provided the Board with a general update for information purposes which included:

- Rosie Mayglothing from BR met with AC & LB where the following discussions took place:
 - RM proposed that the Home Nations Performance leads attend future HIR meetings.
 - RM advised that BR will be running another coastal championship next year and are looking to incorporate an exhibition sprint Commonwealth event.
 - BR are looking to introduce coach registration. AC advised that BR, via the Source Group, have produced a draft national (GB wide) coaching strategy for review and comment and that SR will most likely mirror BR's coach registration proposals.
 - RM suggested adding SR to the event testing list and AC advised that they would be supportive of anti-doping testing.
- Although RDM (West) interviews took place, no candidates were appointed and they intend to re-advertise.
- AC and CAE are attending GDPR training and will feedback at the next Board meeting.
- Rob Eyton Jones wrote an article and took photographs of Dame Katherine Grainger's visit to Clydesdale ARC which were published on the SR website.
- The three summer sprint events took place and Rob Eyton Jones provided coverage on all of them. A survey requesting feedback will be circulated to the clubs to determine how successful they were and how we can progress with this event going forward.



8.	2018 Update MMo advised the Board that the 2018 European Championship preparations are progressing well, with two full time Glasgow 2018 members now in charge of rowing, ticket sales are healthy. MMo confirmed that he will be remaining as Deputy Chair of the Sport Working Group and will therefore continue to update SR on the event progress after stepping down from his post of SR President at the upcoming AGM.
9.	Scottish Rowing Centre <i>[Confidential minutes removed in accordance with SR's published policy on minutes of a confidential nature]</i>
10.	AOCB <u>10.1 British Rowing Audit & Risk Committee</u> MMo advised the Board that he will remain on the BR Audit and Risk Committee until 1 st January when the new SR President will take over as the SR representative. <u>10.2 Planning Day 2017</u> It was agreed that AC would circulate a Doodlepoll to the Board with suggested dates for the planning day. <u>10.3 Meeting Schedule 2017</u> CAE agreed to circulate a draft 2018 meeting schedule for the Board to review. JG requested approval to do a Risk presentation at the next Board meeting which was approved by the Board.